

UNITED STATES CIVIL SERVICE COMMISSION
WASHINGTON 25, D. C.

June 12, 1959
PPD:HRS:aw

DEPARTMENTAL CIRCULAR NO. 962, Supplement No. 3

TO HEADS OF DEPARTMENTS AND INDEPENDENT ESTABLISHMENTS

SUBJECT: Government Employees Training Act
(a) Standard Form 10, Training Report - Section 18(a)(2)
Government Employees Training Act
(b) Standard Form 11, Contributions and Awards Report -
Section 18(a)(3) Government Employees Training Act

The Government Employees Training Act (Public Law 85-507) and the Commission's Training Regulations (Chapter T-1, Federal Personnel Manual) require agencies to report to the Civil Service Commission information concerning their employees, except students in work-study programs, who receive training in non-Government facilities for more than one-hundred twenty days during each fiscal year; and concerning their employees who receive contributions and awards incident to training in non-Government facilities during the same period. These reports are to be made annually on Standard Form 10 and on Standard Form 11, respectively, copies of which are attached.

Standard Form 10 will be stocked in and available from General Services Administration, each region, Federal Supply Service.

Standard Form 11 will be stocked in and available from General Services Administration, Region 3, Federal Supply Service, Washington 25, D. C. Neither form will be available for agency requisition prior to June 30, 1959.

These two forms are only parts of a consolidated report of training which each agency covered by the Training Act is required to submit annually to the Commission by September first. The scope of the over-all report is outlined in Section 39.207 of the Training Regulations.

In the Washington, D. C., metropolitan area, inquiries about this supplement should be directed to the Regulations and Instructions Division, U. S. Civil Service Commission, Washington 25, D. C. (Telephone: code 129, extension 3606). Elsewhere, inquiries should be directed to the appropriate regional or branch office of the Commission.



Warren B. Irons
Executive Director

Attachments